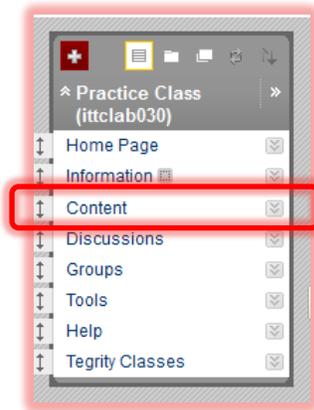


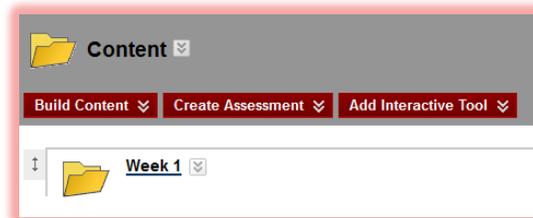
ITTC SMARTGuide for Progressive users to Blackboard Learn

This user guide focuses on creating a Discussion Board. Discussion Boards are created for students to interact with each other and discuss a particular topic. The following detailed steps will provide a complete tutorial on how to create a Discussion Board, Individual and Group Discussion threads.

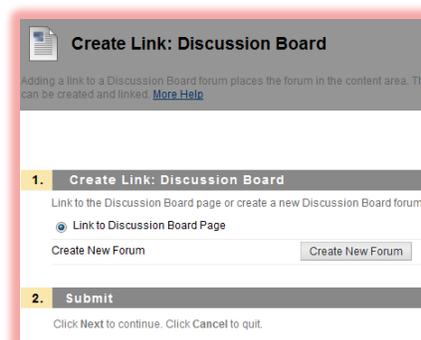
1. Open your Course's Content Area by clicking on it.



2. You will see your content area. To add a Discussion Board, hover your mouse over the the Add Interactive Tool option. You will see a menu with Discussion Board on it. Click on it.



3. Now you will have two options. First one is to **Create Forum** and second one is to use an already created discussion board by adding a link to it. To continue creating a new one click on **Create New Forum** button.



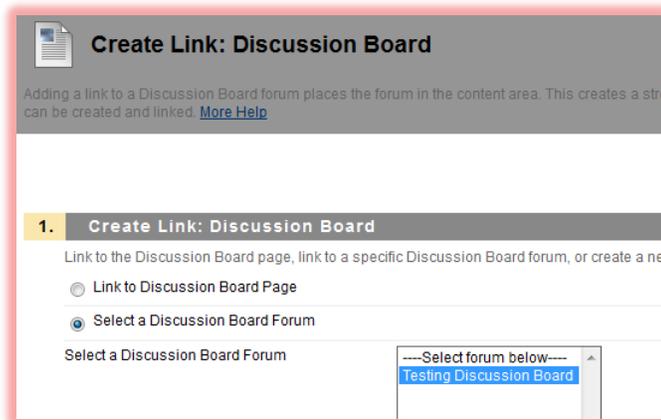
5. You will see a Forum information page. Enter a name for the forum as well as any additional text information you would like to enter in the box. Some other options on the same page would be about **Forum Availability** and **Forum Settings**.

Note: A forum will not be available to students until it is made available to them through the **Forum Availability** setting.

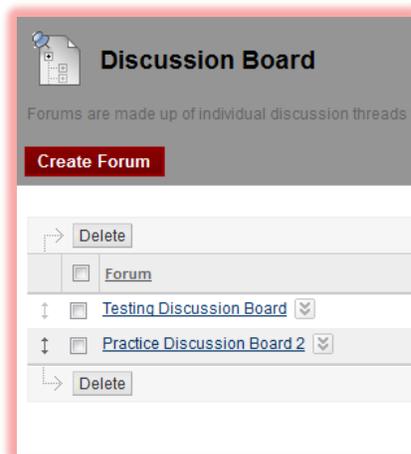
6. Read the **Forum Settings** carefully and check/uncheck the appropriate settings according to your choice.

7. Click on **Submit** Button.

8. **Create Link** You will see a **Create Link: Discussion Board** page like the one given below. As you can see below you will have two options to proceed. Select **Link to the Discussion Board Page** or **Select a Discussion Board Forum**.



9. If you proceed with the **Link to the Discussion Board Page** then you will be giving a link to students from where they can see the list of all the forums in the Discussion Board as given below.

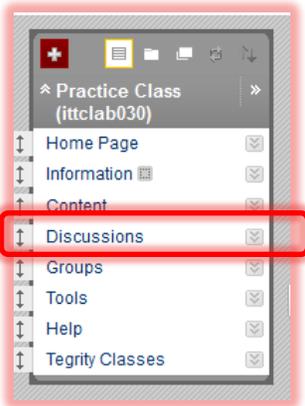


10. If you select **Link to a Discussion Board Page**, you can add the link to a specific forum. When adding a link you can change the information like the name, color of name and text.

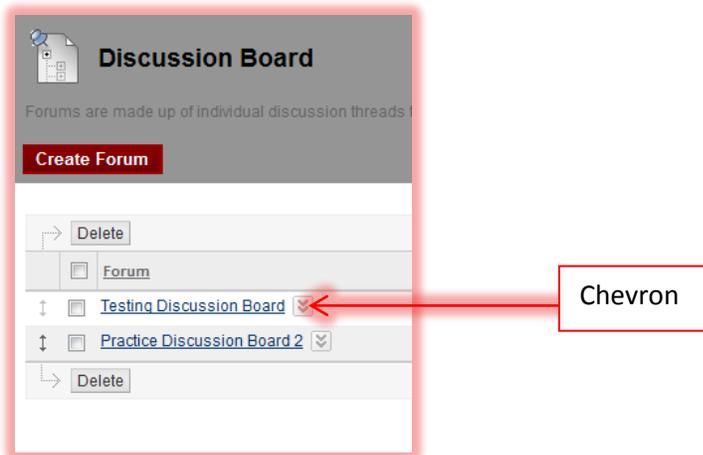
Add the required information. Read the settings carefully and check/uncheck the appropriate options according to your choice. Now you will see the resulting **Forum Link** created by the above settings in the content area.

Editing a Discussion Board

1. Click on **Discussions** under the course menu .



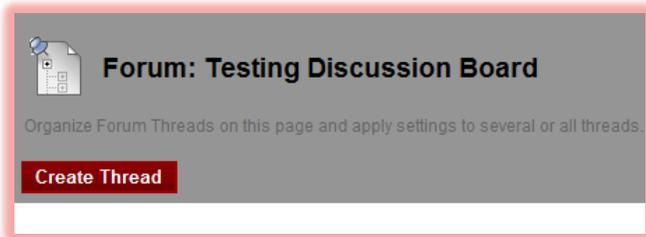
2. You will now see a Discussion Board page with all the forums you have created listed on it. Click on the Chevron next to the forum name which you want to edit. You will see a menu with an edit option. Click on it and make the required changes.



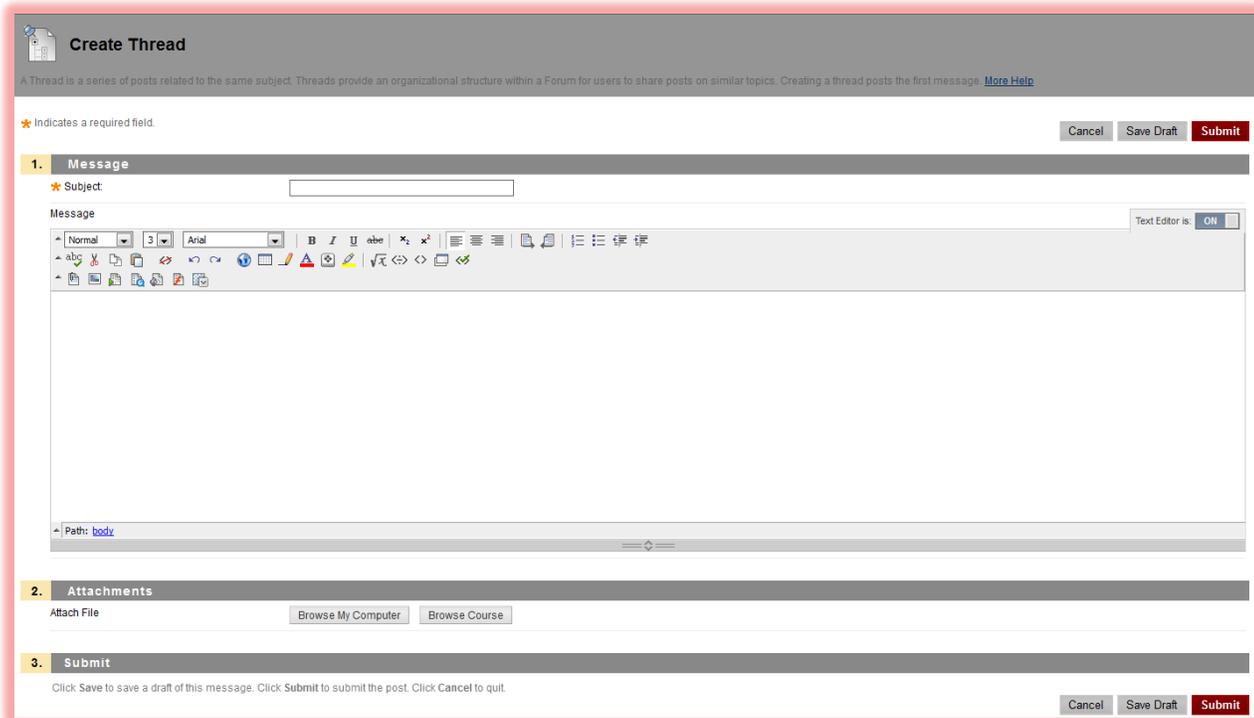
3. Click on the **Submit** button.

Create Discussion Forum Thread

1. Click on the name of **forum** in the discussion board.
2. Click on **Create Thread**.



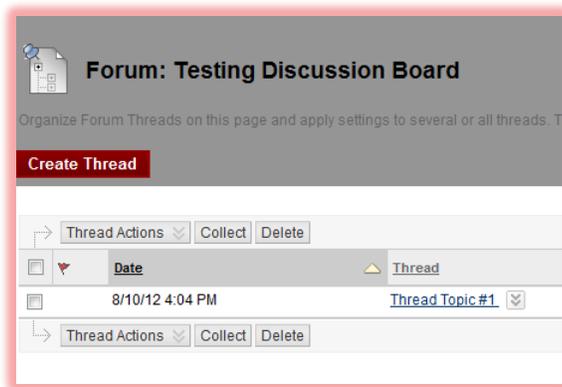
3. Enter the name for the **Thread**, any addition text as well as any additional files you want to attach from your own computer.



4. Click on Save draft if want to save it for future reuse or **Submit button** to finish creating the thread successfully.

How to Reply to a Thread Entry

1. Click the name of the **forum** in the **Discussion Board**.
2. You will see a list of **threads**.



3. Click the **name of the thread**. You will see the details about the thread and any text from the author of that thread.
4. Click on **Reply** button below the message to which you want to reply. Enter the **subject** for your reply as well as any additional text you want to enter. You can also upload a file from your computer by clicking on **Browse my Computer** to attach any files along with your reply. In the end click on **Submit** button. You will see threads as well as the replies to that thread on the forum page as given below.

